



UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

July 1989

LETTER: P-89- 23

SUMMARY: This letter announces the start-up of the Floppy Disk Data Exchange process and details participation requirements.

Dear Financial Aid Administrator:

The Pell Grant Branch/Division of Program Operations and Systems is pleased to announce that beginning with the 1989-90 award year, we are offering a new way of submitting Pell Grant Payment Data to us. You may now submit your Payment Data through the Floppy Disk Data Exchange Process which allows you to submit and receive Payment Data by floppy diskette instead of hardcopy submissions. Floppy Disk is being offered in addition to our well-established Recipient (tape) Data Exchange (RDE) and Electronic Data Exchange (EDE) Programs.

This letter provides information on the Floppy Disk Data Exchange Program including:

- Who should participate
- Benefits of the Floppy Disk System
- Hardware/Software Requirements
- Participation Information

WHO SHOULD PARTICIPATE

Floppy Disk Data Exchange, while providing the same benefits as the Electronic Data Exchange (EDE) and Recipient Data Exchange (RDE) Programs, is intended for institutions which currently submit their Payment Data by hardcopy Payment Documents. To participate in Floppy Disk Data Exchange, your institution must be a funded independent or central campus. Branch campuses with unique Pell IDs participate through their central offices. You may submit Payment Data batches on either 5 1/4" or 3 1/2" diskettes. The maximum batch size for submitting data is 750 records for 5 1/4" diskettes or 1500 records for 3 1/2" diskettes. If you are currently submitting hardcopy documents and your batch size fits within the appropriate maximum, we encourage you to consider Floppy Disk Data Exchange. Schools with over 500 Pell recipients, however, should also consider participating in either the Recipient (tape) Data Exchange or Electronic Data Exchange Programs.

We will provide, to each participating institution, a Data Base Management System designed specifically for Floppy Disk Data Exchange users. Five (5) institutions in the Washington, D.C. area are already using this Data Base Management System as part of a demonstration project. The system is very user friendly and provides many report and query functions to better analyze your Payment Data submissions and reconcile your Processed Payment Data batches.

BENEFITS OF THE FLOPPY DISK SYSTEM

The benefits of the Floppy Disk System are:

- Your ADP equipment and/or operating costs will be minimal;
- You or your Financial Aid staff can operate the system without the external ADP resources and budget expenses normally associated with Recipient Data Exchange or Electronic Data Exchange;
- Your institutional authorization can be adjusted sooner since processing time for diskettes will be faster than for hardcopy submissions;
- Your data submissions will be pre-edited at your site, thereby increasing the accuracy of your reporting to us;
- Your Floppy Disk submission fulfills your reporting requirements for both batch-specific Institutional Payment Summary (IPS) and student payment data - you will not complete a hardcopy IPS. (You should retain the IPS we send you in case you need to change the information in Section I);
- You can produce student payment lists for analysis or review at your convenience;
- You can reprint facsimiles of Processed Payment Documents at any time;
- Your mailing costs for sending a Floppy Disk will be far less than sending a batch of hardcopy documents;
- You can eliminate the problem of possible loss of documents due to mailroom/post office error by copying (backing up) your submission on your hard disk or another floppy; and
- You do not have to complete or maintain hardcopy Payment Documents (SAR Part 3). (During this initial year of implementation, we recommend you retain the original hardcopy Payment Documents so they are available should the need arise for you to use them for your reporting.)

HARDWARE/SOFTWARE REQUIREMENTS

To operate the Floppy Disk Data Exchange System, you need the following hardware and software:

- 1) IBM or IBM-compatible PC with a hard disk and at least 640K of memory;
- 2) A disk drive that accepts 5 1/4 or 3 1/2 inch, double-sided, low density, DOS formatted diskettes;
- 3) MS-DOS operating system Version 2.0 or greater; and
- 4) A printer that is capable of printing standard 8 1/2 x 11" reports.

The Floppy Disk System is designed to run on a single PC. The software does not incorporate networking capabilities at present.

PARTICIPATION INFORMATION

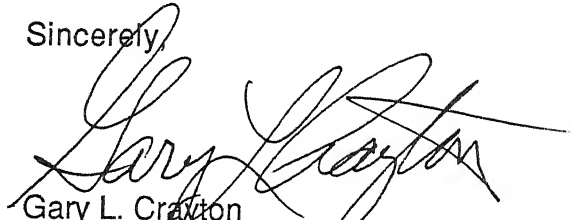
The Pell Grant Data Exchange Certification form (Enclosure 1) provides basic institutional identification information and specifies the conditions of participation for your institution. The type of diskettes (5 1/4" or 3 1/2") that you specify determine which type of Program and Payment Data Diskettes that you receive. To initiate your request to participate in the Floppy Disk Data Exchange process, submit your Pell Grant Data Exchange Certification form to:

Pell Grant Data Exchange
Pell Grant Branch
Division of Program Operations and Systems
U.S. Department of Education
P.O. Box 1400
Merrifield, VA 22116-1400

Once we receive and process your Certification Form, we will send you the following: 1) Floppy Disk Data Base Management Software, 2) Floppy Disk Data Exchange System User's Guide, and 3) Payment Data Diskettes and Floppy Disk Mailers. If our review of your past reporting indicates that your Pell Grant activity exceeds the capacity for reporting by Floppy Disk, we will notify you and return your Certification form.

If you have any questions about the Floppy Disk Data Exchange Program and whether you should participate, please call a Floppy Disk Data Exchange Specialist at (202) 732-3810. Should you be interested in either of our other Data Exchange processes, please see Enclosure 2. (You may also use the Certification form to request participation in the RDE process.)

Sincerely,



Gary L. Crayton
Chief, Pel Grant Branch
Division of Program Operations
and Systems

Enclosures

PELL GRANT DATA EXCHANGE CERTIFICATION
(Certification Regarding Institutional Participation in the
Pell Grant Floppy Disk Data Exchange or
Recipient Data Exchange Process)

<hr/> Name of Institution	<hr/> Pell Institution No.
<hr/> Street	<hr/> Entity Number
<hr/> City	<hr/> State Zip Code

(and its agents), hereafter referred to as the institution, hereby agrees to comply with all applicable provisions pursuant to Part A, Subpart 1 of Title IV of the Higher Education Act of 1965, as amended (20 U.S.C. 1070a), the regulations promulgated thereunder (34 CFR, Part 690), and such policy statements as may from time-to-time be promulgated by the U.S. Department of Education regarding the administration of the Pell Grant Program, as those provisions apply to participation in the Pell Grant Data Exchange designated below. The institution agrees to maintain the payment data which it submits for five years beyond the end of the award year for which the data is applicable (retention on microfilm, microfiche is acceptable). The completion and retention of the Payment Document (SAR Part 3) is not required, provided that the institution maintains or can generate all information collected on the Payment Document in an acceptable hardcopy (or microfilm or microfiche) form for each Pell Grant recipient.

PLACE AN X IN PART A OR PART B BOX TO INDICATE YOUR METHOD OF PARTICIPATION AND COMPLETE PART C.

A. FLOPPY DISK DATA EXCHANGE PARTICIPATION ☐

Sending student payment data and receiving processed payment data on pre-formatted floppy disk and receiving the Student Payment Summary as hardcopy. (Check one): ☐ 5 1/4" ☐ 3 1/2"

B. RECIPIENT DATA EXCHANGE PARTICIPATION ☐

(Check one):

- | | |
|-------|--|
| <hr/> | 1. Sending student payment data and receiving processed payment data by magnetic tape or cartridge, and receiving the Student Payment Summary tape (with hardcopy report); |
| <hr/> | 2. Sending student payment data and receiving processed payment data as hardcopy; |
| <hr/> | 3. Receiving only the Student Payment Summary as hardcopy report). |

C. CERTIFICATION AND SIGNATURES

The institution agrees that the "Official Signature Flag" in the header record of its submissions constitutes certification that the data submitted have been examined and all information is true and complete to the best of the institution's knowledge. The institution understands that the name and telephone number of an authorized institutional official must be provided in the trailer record of its submissions and that an authorized institutional official must:

- (1) Sign the Tape Transmittal (for RDE Tape submissions); OR
- (2) Complete the Submission Authorization on the diskette (for Floppy Disk submissions).

Signature of Authorized Institutional Official Date

Signature of Institutional Data Exchange Contact Date

Name (Print or Type)

Name (Print or Type)

Title (Print or Type)

Title (Print or Type)

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Telephone

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Telephone

Return to: Pell Grant Data Exchange
 Pell Grant Branch
 Division of Program Operations and Systems, SFAP/OPE
 U.S. Department of Education
 P.O. Box 1400
 Merrifield, Virginia 22116-1400

July 1989

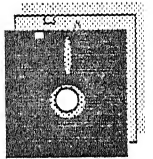
Dear Financial Aid Administrator:

As many of you may have learned at the National and Regional FAA conferences, the Pell Grant Branch/Division of Program Operations and Systems has taken the initiative for automating the Pell Payment Data Exchange process by the early 1990-91 award year. It is recognized that automated data exchange greatly increases efficiency, and is overall, more cost effective.

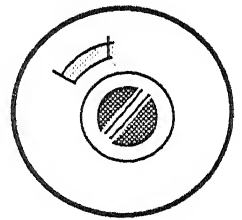
Many institutions are able to use the Electronic Data Exchange (EDE) process or Recipient Data Exchange (RDE) process to submit their Payment Data to Pell. These methods, however, may not be feasible for those institutions that have neither the funds nor the computer support resources to use these processes. For these institutions, an alternative data exchange process, Floppy Disk Data Exchange, has been developed.

Floppy Disk Data Exchange will be open to those institutions currently submitting hardcopy Payment Documents with batch sizes within the established maximum. The Department has developed a data base management system that will run on any IBM-compatible PC with a hard disk drive and 640K of memory. This system is menu driven and easy to use. The Department of Education will provide the Floppy Disk System software, a User's Guide, floppy diskettes and mailers to participating institutions.

As stated above, Recipient Data Exchange, Electronic Data Exchange, and Floppy Disk Data Exchange are cost effective and efficient alternatives to hardcopy Payment Document submission. To determine which program best suits the needs of your institution, contact an Automated Data Exchange Specialist at one of the numbers listed on the right.



**Floppy Disk
Data Exchange
Specialist**
(202) 732-3810



**Recipient
Data Exchange
Specialist**
(202) 732-3825



**Electronic
Data Exchange
Specialist**
(202) 732-3830

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